# Public Disclosure Checklist & Search Documentation

## Information on the Request:

| PDTS #: 34234 | | Received Date:  5/5/2016 | Due Date: 5/9/2016 |
|---|---|---|---|
| Request Summary: | | 1.      Dating from April 1, 2016, any record(s) of communication between Ecology and the U.S. Environmental Protection Agency regarding any version of the Hanford Site Air Operating Permit (AOP), number 00-05-006; <br><br> 2.      From April 1, 2016, any schedule regarding publication of Ecology's revised response to public comments on Revision A of the Hanford Site (AOP), number 00-05-006  (In an Order dated May 29, 2015, EPA required Ecology, in part, to revise its response to public comments by providing analyses to demonstrate whether the Hanford Site AOP sufficiently addresses 40 C.F.R. 61 subpart H.  EPA also required Ecology to provide EPA with a new review and the public with an opportunity to petition.); <br><br> 3.      From April 1, 2016, any schedule regarding issuance of Revision B of the Hanford Site Air Operating Permit, number 00-05-006.  (Public review on Revision B concluded on May 8, 2015.); and <br><br> 4.      From April 1, 2016, any response to public comments on Revision B of the Hanford Site Air Operating Permit, number 00-05-006. | |
| Use These Keywords to search: | | | |
| Search This Date Range: | | 04/01/2016 to 05/05/2016 (both dates inclusive) | |

## Documenting Your Search:

***Conduct a comprehensive search for records.  This checklist should show that you were thoughtful in your search, that you used key words that made sense, and that you looked in the appropriate places.***

| Employee Name: (please print) | |
|---|---|
| Who performed the search, if different? | |
| Date(s) you performed the search: | |

## Instructions:

- Check the box in the left-hand column of the location(s) you searched.
- If you didn't search a location, leave the box blank.
- If a shared location needs to be searched, let your Public Disclosure Coordinator know and they will work with you on next steps.
    - If a staff name is entered in the right-hand column under "staff to perform search," that staff is responsible to search that location.
    - If it's your name you search; if it's not your name, you don't search that location.
- If you store records in locations not listed below, be sure to search those places as well, and list them below under "Other Locations."

For instructions on how to conduct an electronic search, visit the IT Help Desk Frequently Asked Questions site.

## Paper Records:

| ☐ | Desks, workspaces, personal recycle bin, calendars, shared workspace, phone message logs, read(ing)/reference files, etc. |
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| | |
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| ☐ | File cabinets in hallways, central files, storage rooms/cubicles, etc. (if applicable) |

## Electronic Records:

| | |
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| ☐ | All ECY Outlook folders and subfolders including Vault, inbox, sent, deleted, drafts, personal folders, calendar items, contacts, tasks, journal, and shared folders/devices (resource mailbox, public folders, shared laptop, etc.) |
| ☐ | Personal e-mail accounts if used for ECY business |
| ☐ | Individual Drives (C, Z), Individual Databases and Your Folders on Network Drives (P, S, X, Y, others.) **\*\*List the Letters of the Drives you searched\*\***: |
| ☐ | Storage devices (CDs, DVDs, flash drives, external hard drive, memory cards, etc.) |
| ☐ | Smartphones, cellular phones and/or tablets |
| ☐ | Photos, video, & audio recordings, even if they are still on a camera, digital recorder, phone, tablet, etc. (This includes shared resources/devices.) |
| ☐ | Voicemail (phone, email, and web storage) |

| Shared Location Searches – Coordinate with Public Disclosure Coordinator | Staff to perform search |
|---|---|
| ☐ Shared Network Drives (P, S, X, Y, others.) **\*\*List the Letters of the Drives you searched\*\***: | |
| ☐ SharePoint Sites: **\*\*List Sites searched\*\***: | |
| ☐ Ecology INTRAnet and Ecology INTERnet | |
| ☐ Social Media (Facebook, Twitter, YouTube, Flickr, ECOconnect Blog, EcoForum, Ecology Generated RSS News Feeds, Instagram, etc.) | |
| ☐ Agency-wide or program-level computer systems/databases (ISIS, DMS, PARIS, ERTS, MIS, CRIIS, PIMS, Agency/Program FTP Site(s), Biblio/Library Catalogs for Ecology-produced reports and documents, etc.) **\*\*List where you searched\*\***: | |
| ☐ Records from former employees, such as emails, which were most likely given to the supervisor or may exist on a drive or storage device somewhere. List former employee names whose records you searched: | |

## Other Locations:

| | |
|---|---|
| ☐ | |
| ☐ | |
| ☐ | |
| ☐ | |

## Did you find responsive records?

| | |
|---|---|
| ☐ | No records found. **(Even if no records were found, you will still need to return this document to your Public Disclosure Coordinator.)** |
| ☐ | Yes, records found. **(Use instructions given by your Public Disclosure Coordinator.)** |

**Signature:** I completed a comprehensive search for records.

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| Signature: | Date: |
|---|---|